



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, 6606, Sogod, Southern Leyte, Philippines
Telefax No.: (053) 382-3294

I. TITLE OF THE ACTIVITY

Computer Literacy Training for Brgy. Milagroso Teachers, Barangay Officials, and Out-of-school youths

II. PROPONENTS

Computer Studies and Information Technology Department
Southern Leyte State University – Main Campus,
Sogod, Southern Leyte

Extensionists:

Adolfo C. Ancheta
Alex C. Bacalla
Czarina Ancella G. Gabi
Rhoderick Malangsa
Samuel T. Olayvar
James Bryan Flores

III. IMPLEMENTING AGENCIES

Computer Studies and Information Technology Department, SLSU – Sogod

IV. COLLABORATING AGENCIES

Barangay Local Government Unit of Milagroso
Sogod, Southern Leyte

Office of the Research, Development, and Extension -ORDEX

V. PROJECT SITE

Laboratory 1 of CSIT bldg.
Southern Leyte State University – Main Campus
Sogod, Southern Leyte

VI. DURATION

November 9, 16, 23 and 30, 2014
(4 Sundays)

VII. PROJECT COST

P 8,000.00

VIII. TARGET BENEFICIARIES

Brgy. Milagroso Residents

IX. NATURE AND BACKGROUND OF THE ACTIVITY

Information and communication technology (ICT) has become, within a very short time, one of the basic building blocks of modern society. A good knowledge on computer basics has become fundamental to people from all walks of life.

The Southern Leyte State University is mandated to perform four functions: Instruction, Production, Research and Extension. The SLSU ICT Learning Center, the extension arm of the university, manned by the Department of CSIT, has seen the need of the out-of-school youth as well as the Barangay Officials to be educated and trained with ICT through computer literacy to catch up with the fast-changing information revolution. Thus, this extension activity was conceptualized.

Computer literacy is defined as the knowledge and ability to utilize computers and related technology efficiently, with a range of skills covering levels from elementary use to programming and advanced problem solving. Another valuable component is understanding how computers work and operate.

This extension activity, aims to educate and train the youth and Barangay Officials of Brgy. Milagroso, Sogod, Southern Leyte on the basic computer skills, like basic computer manipulations and word processing. This will be conducted at the Computer Laboratory 1 CSIT Department, SLSU, Main Campus, Sogod, Southern Leyte.

X. OBJECTIVE

The general objective of this activity is to conduct computer literacy training for barangay Milagroso Teachers, Barangay Officials and Out-of school Youths.

Specifically,

1. For the extensionists to extend assistance to the neighboring barangay and perform one of the mandated function of SLSU, the extension service.
2. To determine the significant difference of the pre and post evaluation of the participant.

Phase 1

- a. To be able to determine the level of interest of the participants in computer literacy
- b. To assist the learning capacity of the participants in the training
- c. To introduce Microsoft Office to the participant
- d. To evaluate the learning of the participants on the training

Phase 2

- a. To assist the level of understanding of the participants in computer system
- b. To discuss the basic concept of computer system
- c. To introduce the participants on fundamentals of trouble shooting
- d. To evaluate the learning of the participants on the training.

For the extensionists to extend assistance to the neighboring barangay and perform one of the mandated function of SLSU, the extension service.

To determine the significant difference of the pre and post evaluation of the participant.

XI. RELEVANCE OF THE ACTIVITY

Today, computers are no longer specialized tools used only by scientists or engineers. Computer systems are everywhere; they are a fact of life. With computers touching nearly every facet of our lives, the issue of computer literacy becomes important.

Based on the findings on the Community Needs Assessment in Brgy. Milagroso, Sogod Southern Leyte conducted last April 2014, it was found out that computer literacy was one of the needed specific trainings of the community. This could be attributed to the fact that there are almost a few computer units available in the locality at a high cost of rental. Cost on training s and seminars are also costly.

One of the thrusts of the extension services of SLSU is Transformative Learning Strategies, which will give them the opportunity to acquire computer knowledge and skills or even enhance their already acquired knowledge and skills that they could use for employment opportunities in the different workplaces that requires computer applications. This is also designed for all out-of-school youth particularly those who remained unemployed at their barangays.

The CSIT instructors are willing to conduct trainings for free in order to educate and expose the barangay officials and their employees to the computer technology and its uses in rendering public service the most efficient way.

XII. IMPLEMENTATION STRATEGIES

The extension activity will run for nine (5) Sundays which will start on September 21, 2014. The faculty under the CSIT Department will serve as resource speakers. Each of the participants will be given a copy of mimeographed lessons. For every topic undertaken is a corresponding hands-on activity the participants need to work on.

Phase 1. Computer Literacy Training for Teachers

This phase is for the teachers residing in Milagroso, it will focus on the basic applications like making grades, preparing documents, and presentation of lessons. Microsoft Excel, Microsoft Word, and Microsoft Power point will be introduced here.

Phase 2. Computer Literacy for Barangay Officials and Out of School Youth.

This phase is introduction of the basic computer parts, familiarization of the basic computer functions, basic troubleshooting, and Microsoft Word.

The participants will be assisted by the extensionists during the conduct of the activity. At the end of the training, they will be given with questionnaire to assess the training conducted. They will also be given with certificates of completion during the Closing program. After the conduct of extension activity, a terminal report will be submitted to the Office of Research, Development and Extension.

SCHEDULE OF TRAINING

DATE	DAY	ACTIVITY/TOPIC
Phase 1 November 9, 2014	Sunday	Opening Program Microsoft Word Lunch Break Microsoft Word Assessment

Phase 1 November 16, 2014	Sunday	Microsoft Excel Lunch Break Microsoft Excel Assessment
Phase 1 November 23, 2014	Sunday	Microsoft Powerpoint Lunch Break Microsoft Powerpoint Assessment
Phase 2 November 30 , 2014	Sunday	Basic Computer Parts Assessment Lunch Break Basic Computer Parts Assessment
Phase 2 December 7, 2014	Sunday	Familiarization of Computer Functions Lunch Break Familiarization of Computer Function
Phase 2 December 14, 2014	Sunday	Microsoft Word Lunch Break Assessment

TRAINING CONTENT:

- 1. Introduction to Computer Fundamental
- 2. Introduction to Windows Operating System
 - Setting up your Word Environment
 - Text Basics
 - Saving Document
- 3. Microsoft Word
 - Creating a New Document
 - Formatting Text
 - Working with Textboxes
 - Inserting Clipart
 - Working with shapes
 - Working with Lists
 - Line and paragraph spacing
- 4. Doing more with word
 - Modifying page layout
 - Working with pictures
 - Columns and ordering
 - Working with headers and footers
 - Working with tables
 - Working with smart art
 - Using indents and tabs
- 5. Advance word
 - Mail merge
 - Charts
 - Printing

	September	October	November 9	November 16	November 23	November 30	December
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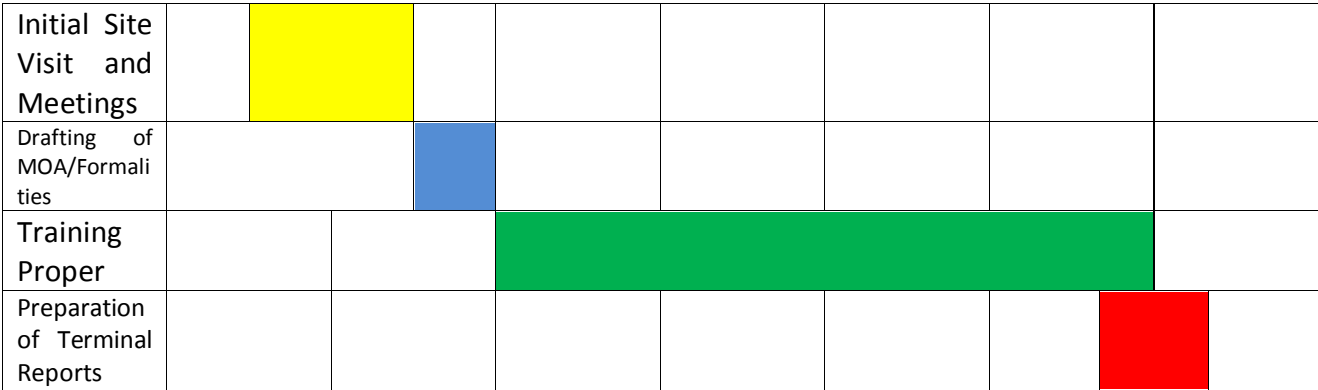


Figure 1. The GANNT Chart

XIII. MANAGEMENT

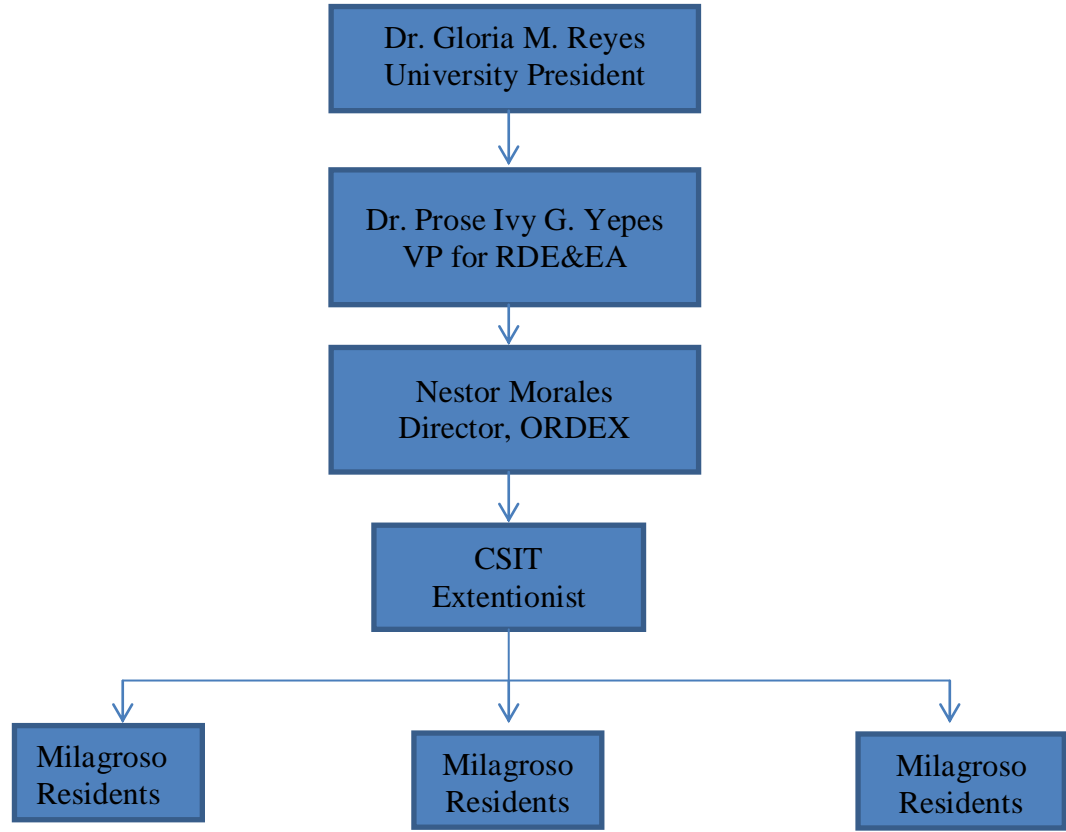


Figure 2. The Organizational Structure of the Activity

The participants will be provided with computer units throughout the duration of the training. After each topic is a corresponding hands-on activity. All of the regular faculty

members of the department will serve as resource speakers as well as assistants during the conduct of the activity especially during hands-on activities.

XIV. MONITORING AND EVALUATION

The attendance of each participant will be constantly checked. After the discussion and demonstration, the participants will be given with hands-on activity after each module. They will be monitored and assisted by the extensionists with their progress. Their output will be evaluated to determine the effectiveness and efficiency of the training and its impact on the participants. After the culmination of the training, the participants will be given questionnaires to assess the training conducted. They will also be continuously monitored and evaluated how they fared with their new acquired skill in their respective area of responsibility thru periodic visit on site. The department is also available for on-call queries.

XV. RISKS AND BENEFITS

With this proposal, the proponent has identified some possible drawbacks. Participants could suffer from possible Computer-Use Related Injuries, like repetitive stress injuries, and eyestrain which is the two most frequently reported health problems associated with computers.

One of the reasons why majority are not computer literate in the province is the high cost of computer trainings. Thus, the CSIT Department offers the training for free including the training hand-outs. With the computer literacy program, this would greatly help in boosting the participants’ morale with their new acquired skill. Transactions would be more effective and efficient. Moreover, other individuals would be encouraged to participate in similar trainings specially the underprivileged and under ICT-nourished individuals.

XVI. SUSTAINABILITY

After the training has ended, the extensionists will continue to check the participants and their application of computer skills. They will be assured of the department’s help if they encounter any problems. The extensionists will visit the participants to reassess how they fared with their new acquired skills. The department is also open for another training to further their knowledge and computer skills.

XVII. BUDGET REQUIREMENT

ITEMS	SLSU	Milagroso	TOTAL
MOOE			
- Snacks P15 x 20pax x 4days x 2 (am & pm)		P 2,400.00	P 2,400.00
- Supplies and materials			
28 pcs special paper	P 100.00		P 100.00
Handouts	P 900.00		P900.00
- Cost on Photocopy		P 1,000.00	P1,000.00
- Others (light, computer rental)	P 3,000.00		P 3,000.00
TOTAL	P4,000.00	P 3,400.00	P7,400.00

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Recommending Approval:

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SLSU - Main Campus

Approved:

PROSE IVY G. YEPES, Ed.D.
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